**Plano Independent School District**

**School Health**

**Insulin Administration by Syringe Procedural Guideline**

**Purpose**

To administer insulin by insulin syringe per doctor’s orders for:

1. Hyperglycemia (high blood sugar)
2. Food intake

**Equipment and Supplies**

1. Vial of insulin
2. Syringe with needles
3. Cotton balls
4. Alcohol wipes
5. Gloves
6. Sharps container

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|  | **Essential Steps** | **Key Points and Precautions** |
| 1) | Wash hands. |  |
| 2) | Gather supplies (insulin vial, syringe, and alcohol wipes. |  |
| 3) | Put on gloves. |  |
| 4) | Check insulin type/brand and expiration date. | This must match doctor’s orders. Insulin vials expire 30 days after opening. May be left at room temperature. Keep unopened bottles of insulin in the refrigerator. |
| 5) | If a new bottle of insulin, remove the flat, colored cap. Do not remove the rubber stopper or the metal band under the cap. |  |
| 6) | If insulin is cold, warm by rolling in palms of hands. |  |
| 7) | If NPH insulin is used, gently roll the bottle between the palms. | Do not shake. If any clumps are visible do not use. |
| 8) | Clean the rubber stopper with alcohol and let dry for a few seconds. |  |
| 9) | Remove the cap from the syringe. Fill the syringe with air equal to the number of units of insulin needed. |  |
| 10) | Inject air into the insulin bottle and with syringe remaining in bottle, invert and pull plunger back to the number of units needed. Keeping the syringe in an up-right position, clear any air by tapping syringe to raise air bubbles to the top. Push plunger to desired amounts of units, ensuring that no air bubbles remain and withdraw the syringe. | Air bubbles in the syringe can alter the desired dose by taking up space where insulin should be.If UDCA, have another person double check dosage. |
| 11) | Select the site to be used and prep with alcohol and let dry.  | Any subcutaneous tissue can be used for the site. The best absorption is in the abdomen, followed by the upper arms, thighs and then the buttocks. |
| 12) | Pinch up skin and tissue with one hand. With the other hand dart the needle into the tissue. Push plunger to inject the insulin, count to five and then remove the needle. Dab with cotton ball if needed. | Avoid rubbing the injection site; this may alter the absorption rate. Keeping the needle in place after injecting for five seconds will prevent leakage from the site. |
| 13) | Dispose of syringe with needle intact into a sharps container. | DO NOT RECAP THE NEEDLE |
| 14) | Document in student’s medication log. |  |